



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail: bognortc@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE PLANNING AND LICENSING COMMITTEE

I hereby give you Notice that a Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm on TUESDAY 10th MARCH 2020**.

All Members of the Planning and Licensing Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

DATED this 3rd day of MARCH 2020

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.
Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

3. To approve the Minutes of the Planning and Licensing Committee Meeting held on 18th February 2020
4. Adjournment for public question time and statements
5. Clerk's Report from previous Minutes
6. To consider Planning Applications on Lists dated 14th, 21st and 28th February 2020
7. To consider commenting on any significant Planning Applications outside the wards of Bognor Regis, that may impact on the infrastructure of Bognor Regis on Lists dated 14th, 21st and 28th February 2020
8. Notification of any applications to be considered at the next ADC Development Control Committee Meeting
9. To consider Premises Licence Applications, including any variations and any other Licence Applications. Also, Premises Licence 113485: Best Mini Market Ltd, 25 Station Road, Bognor Regis, PO21 1QD
10. To discuss the future of WSCC's JWAAC Highways & Transport Sub-Group
11. To receive a report regarding non-Councillor membership on the Planning and Licensing Committee
12. Correspondence

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED



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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 18th FEBRUARY 2020

PRESENT: Cllrs: J. Barrett, Mrs. S. Daniells, Ms. A. Sharples,
and Mrs. J. Warr

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)
1 member of the public

The Meeting opened at 6.30pm

201. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

In the absence of the Chairman, Cllr. Goodheart, Members **AGREED** that the Vice-Chairman, Cllr. Mrs. Warr, would chair the meeting. Members further **AGREED** that Cllr. Barrett should act as Vice-Chairman for this meeting only.

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies for absence had been received from Cllr. Erskine, who was away, and Cllr. Goodheart due to unforeseen circumstances. No apologies had been received from Cllr. Smith.

202. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their Interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of Interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

There were no declarations of Interest

203. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 28th JANUARY 2020

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 28th January 2020 as an accurate record of the proceedings and the Chairman signed them.

204. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.31pm

A member of the public spoke about the lack of Committee Members present at the meeting, due to absences on the evening and vacant seats on the Committee. It was suggested that members of the public could be co-opted, as non-voting Members, to the Planning and Licensing Committee in an effort to increase numbers and broaden input into discussions. Each Ward within the Town could nominate a resident that lives in the Ward and, therefore, has local knowledge, to participate in discussions when considering planning applications that are situated within the Ward.

Meeting reconvened at 6.38pm

The Chairman asked for this suggestion to be looked into with a report being brought back to a future meeting.

205. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

206. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 24th, 31st JANUARY AND 7th FEBRUARY 2020

206.1 The Committee noted that there were no views from other Town Councillors to report.

206.2 The Committee noted that representations had been received from members of the public in respect of planning applications BR/2/20/PL and BR/243/19/PL. There had been no representations received from neighbouring parishes, in respect of these applications.

206.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

207. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 24th, 31st JANUARY AND 7th FEBRUARY 2020

There were no applications outside the Wards of Bognor Regis to be considered.

208. NOTIFICATION OF ANY APPLICATIONS TO BE CONSIDERED AT THE NEXT ADC DEVELOPMENT CONTROL COMMITTEE MEETING

No notifications of any applications to considered at the next ADC Development Control Committee Meeting had been received.

209. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

There were no Premises Licence applications to consider.

210. CORRESPONDENCE

The Committee **NOTED** correspondence including: -

210.1 Highways England - A27 Arundel Bypass 2019 Arundel Public Consultation: Corrections

The Meeting closed at 7.00pm

APPENDIX 1**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 18th FEBRUARY 2020**
REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 24th, 31st JANUARY AND 7th FEBRUARY 2020

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

<p>BR/283/19/OUT 30 Devonshire Road Bognor Regis PO21 2SY</p>	<p>Application for outline planning permission for erection of small dwelling following demolition of garaging and workshop.</p>	<p>OBJECTION Based on the information available to them, Members were unable to support planning application BR/283/19/OUT in the absence of any proposed elevations/drawings. It has also been reported that there is apparently no site notice displayed in relation to this planning application.</p>
<p>BR/337/19/PL 128 Collyer Avenue Bognor Regis PO21 5HX</p>	<p>Change of use from 2 studio/bedsits (formerly a living room serving main house) within existing rear extension to 1 No. bedsit or studio with separate entrance.</p>	<p>NO OBJECTION</p>
<p>BR/6/20/HH 77 Marshall Avenue Bognor Regis PO21 2TR</p>	<p>Single storey rear extension with internal alterations and new bay window.</p>	<p>NO OBJECTION</p>
<p>BR/352/19/L 65 Upper Bognor Road (Charlotte House 71 & 71A Upper Bognor Road, 67 & 69 Upper Bognor Road) Bognor Regis PO21 1HR</p>	<p>Listed building consent for the erection of 2 No. live-work units; change of use of existing student accommodation including internal alterations to form 2 No. dwellings, 2 No. new windows, new staircase & replacement of roof on outbuilding; reconfiguration of existing dwellings, replace existing timbers & roof joists on first floor; change of use from medical centre/offices to 2 No. flats & workshop. Creation of new private gardens, separation of this part of</p>	<p>DEFERRED As agreed with the ADC Case Officer for planning application BR/352/19/L, consideration of this application would be deferred until Members consider the corresponding planning application, BR/351/19/PL, at the meeting to be held on 10th March 2020. It is understood that validation of BR/351/19/PL was delayed due to the absence of a Flood Risk Assessment, resulting in the two</p>

<p><i>BR/352/19/L</i> <i>65 Upper Bognor Road (cont.)</i></p>	<p>the site from the wider University campus, creation of a shared landscaped courtyard, creation of areas for parking & storage for bins & cycles.</p>	<p>applications being advertised on two separate Weekly Lists.</p>
<p>BR/10/20/PL 8A Sadler Street Bognor Regis PO21 1UA</p>	<p>Replacement of 2 No. timber windows, 1 No. timber bay window & 1 No. timber door all with PVCu windows (only bedroom window will be sliding sash) & door. This application affects the character & appearance of The Steyne, Bognor Regis Conservation Area.</p>	<p>NO OBJECTION</p>
<p>BR/2/20/PL 39 Bedford Street Bognor Regis PO21 1SH</p>	<p>Change of use from shop (A1 Shops) to cafe (A3 Food & Drink) with soft play area, sensory room/party area.</p>	<p>SUPPORT Members agreed that the proposals are a lovely idea and would be brilliant for the Town. The Town Council wish the applicant every success.</p>
<p>BR/3/20/A 39 Bedford Street Bognor Regis PO21 1SH</p>	<p>1 No. non illuminated facia sign on front elevation.</p>	<p>NO OBJECTION</p>
<p>BR/243/19/PL 130 Longford Road Bognor Regis PO21 1AF</p>	<p>Change of use of house in multiple occupation to form 2 no. self-contained flats with a rear extension to form bathrooms at ground and first floors, and a single storey pitch roof and side extension to form a studio flat.</p>	<p>OBJECTION Members continue to consider the proposed extensions to be overdevelopment, with concerns in relation to insufficient amenity space and the possible detrimental effect that development to the rear of the property could have on the railway embankment. Furthermore, Members felt that the contribution this development would make in generating excessive parking demands could not be ignored.</p>



Licensing Act 2003 – Notice

Reference Number: 113485

**Best Mini Market Ltd
25 Station Road
Bognor Regis
West Sussex
PO21 1QD**

has made an application for a Premises Licence under
the Licensing Act 2003

Proposed licensable activities are as follows:

1) Supply Of Alcohol

between the hours of 09:00 and 23:00 Monday to Saturday, and from
10:00 to 23:00 on Sundays. For consumption off the premises only.

The application is open to representation from interested parties and
responsible authorities between 15/02/20 and 13/03/20.

All representations should be made in writing and sent to:
Licensing Team, Environmental Health,
Arun District Council, Arun Civic Centre, Maltravers Road,
Littlehampton, West Sussex BN17 5LF

or emailed to licensing@arun.gov.uk

Relevant representations will be shared in full with the applicant for
consideration as well as being provided for consideration at a public
hearing where necessary

It is an offence to knowingly or recklessly make a false statement in
connection with an application and the maximum fine for this offence
is £5,000

**BOGNOR REGIS TOWN COUNCIL
PLANNING AND LICENSING COMMITTEE MEETING - 10th MARCH 2020**

**AGENDA ITEM 10 - TO DISCUSS THE FUTURE OF WSCC'S JWAAC
HIGHWAYS & TRANSPORT SUB-GROUP**

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

West Sussex County Council (WSCC) has advised that, as of April 2020, WSCC Democratic Services team will no longer be able to support the Joint Western Arun Area Committee (JWAAC) Highways & Transport Sub-Group. The decision was made after careful consideration due to staffing capacity in the team. Whilst WSCC will be withdrawing admin support, they have confirmed that Highways Officers will continue to serve the meetings as they do now.

In recognising the importance of the Sub-Group Meetings, WSCC have suggested that the group will be able to continue in a way similar to the Joint Eastern Arun Area group. They meet independently and, it is believed, Clerks from Town/Parish Councils share the support between them for the year. Councils could pay a similar fee to one or more Councils to continue to clerk the meeting.

Should Town/Parish Councils within the Joint Western Arun Area wish for the Highways & Transport Sub-Group meetings to continue then they would need to organise their own meeting dates, agendas/minutes and invite the WSCC Highways Officers.

Bognor Regis Town Council has one representative, and one reserve, appointed to the JWAAC Highways & Transport Sub-Group.

The Chairman of Arun District Association of Local Councils (ADALC) has written to its Members, of which the Town Council are one, asking for views and offering to set up a meeting to take this forward (attached as **Appendix 1**).

DECISIONS

Do Members **AGREE** that ways in which JWAAC Highways & Transport Sub-Group Meetings might continue should, in liaison with other Town/Parish Councils in the Joint Western Arun Area, be discussed?

Do Members **AGREE** to meet with Members of ADALC to discuss the way forward?

HIGHWAYS AND TRANSPORT SUB-GROUP

In terms of immediate business, parishes and towns in the west of the District have been informed by WSCC of the cessation of **support** for the Highways and Transport Sub-Group of the Joint Western Arun Advisory Group. Although I cannot personally endorse the timing or the method by which this news was circulated, this does not mean that the meetings are no longer viable. It does mean that if we want to continue with these meetings – and I believe they are more than useful, we (in the west) will have to organise venues and secretarial support etc. using the same or similar model as the east of the District.

ADALC covers the whole District and could usefully be used to gather western parishes/towns views on this whilst the insight from those in the east could provide a model to progress. As it looks like this is going to happen, we might as well bite the bullet and get on with it. The number and progress of the strategic sites in the west and the associated highways matters will not wait for us.

I would be interested in your views on this and would be happy to set up a meeting to take this forward. As usual, the devil will be in the detail but we have to start somewhere.

Lilian Richardson

BOGNOR REGIS TOWN COUNCIL

PLANNING AND LICENSING COMMITTEE MEETING - 10th MARCH 2020

AGENDA ITEM 11 - TO RECEIVE A REPORT REGARDING NON-COUNCILLOR MEMBERSHIP ON THE PLANNING AND LICENSING COMMITTEE

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

At the Planning and Licensing Committee Meeting held on 18th February 2020, during Public Question Time and Statements, a member of the public asked about the possibility of non-Councillors being co-opted as non-voting Members of the Committee (Min. 204 refers).

Whilst legislation permits non-Councillors to be non-voting Members of the Committee this should only be done when they can offer specialist knowledge, expertise or because they represent sections of the local community that are relevant to the work of the Committee. For example, an open spaces or recreational facilities Committee may include non-Councillors who represent local sports clubs or schools. Additionally, when considering appointing non-Councillors to be Members of a Committee, regard should also be given to the Local Government Act 1972 ('the 1972 Act') in relation to such matters as disqualification, voting rights, code of conduct which may apply to a person being appointed under these circumstances.

It is the Clerk's recommendation that this matter is not progressed further for the following reasons: -

The complexities in appointing a suitable person, with the appropriate knowledge/expertise are vast. As would be the administration of eligibility checks to include employment, bankruptcy, and convictions, for example.

Provision is already in place for input from members of the public. Residents/non-residents who wish to make comment in relation to any planning application within the Wards of Bognor Regis may do so throughout the public consultation period. Such comments are brought to the attention of Committee Members at the relevant meeting. Standing Orders allow for members of the public to address Committee Members at meetings, during Public Question Time and Statements.

Although there are presently 2 vacant seats on the Planning and Licensing Committee, there are only two further meetings scheduled to take place before Committee Memberships are re-appointed at the Annual Town Council Meeting in May. It is hoped that all 9 available seats on the Committee will then be filled by Councillors.

DECISION

Do Members **AGREE** with the recommendation that the matter of appointing non-Councillors as Committee Members is not progressed further?

BOGNOR REGIS TOWN COUNCIL

PLANNING AND LICENSING COMMITTEE MEETING - 10th MARCH 2020

AGENDA ITEM 12 - CORRESPONDENCE

FOR INFORMATION

1. WSCC - Annual update on Public Rights of Way (PRoW) matters
2. WSCC - Notification of the variation of the West Sussex County Council Permit Scheme (WSCCPS) that will come into effect as of 1st April 2020
3. WSCC - Temporary Traffic Regulation: Public Notice that the use of (and parking on) Oldlands Way roundabout, Bersted from junction with Shripney Road Bypass roundabout is temporarily prohibited from 12/03/2020 to 20:00 until 12/03/2020 at 23:59 for the completion of carriageway repairs
4. ADC - Public Payphone Consultation. Circulated to Committee Members with a request that any comments be emailed to the Civic & Office Manager by no later than midday on Tuesday 10th March 2020